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ABSTRACT

This manual provides a series of forms and instruments and outlines the procedures used by St. Louis Community College in its annual evaluation of instructional faculty performance. First, general information is provided in lists of the performance indicators and other criteria upon which the assessments of teachers, counselors, and instructional resources staff are based. Next, a number of indicators of professional development are listed; levels of satisfactory and unsatisfactory achievement are defined; and notes are provided on the review process and schedule for the implementation of the annual faculty evaluation. After procedures for completing the annual faculty evaluation summary are explained, forms are provided and the process is outlined for the evaluation of teaching faculty effectiveness through student evaluations (which are summarized for each class and for all class sections); a self-documentation of effectiveness; a classroom visitation report and summary assessment; faculty choice indicators reflecting plans for professional development during the next year; level of performance in relation to other required criteria, such as attendance at meetings and membership in professional associations; and the evaluation of the instructional faculty member by the Division Dean. (HB)

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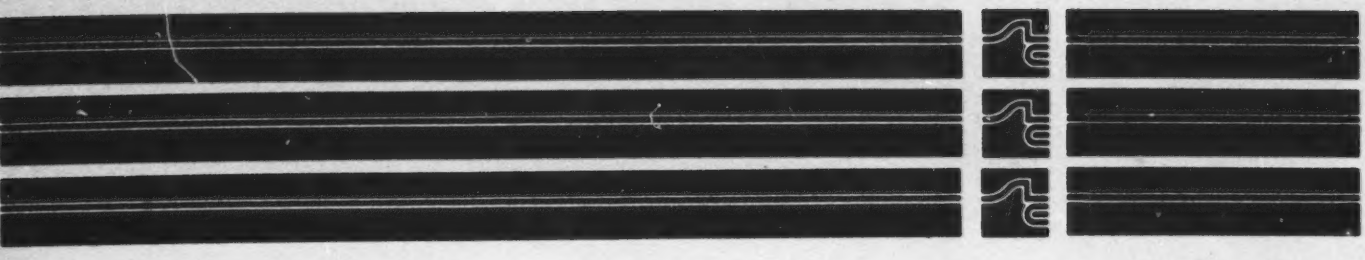

St. Louis Community College

ED216712

FACULTY EVALUATION SYSTEM
TEACHING FACULTY

August, 1981

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GENERAL INFORMATION

Performance Indicators—Teaching Effectiveness

The faculty evaluation is based upon an assessment of the following performance indicators:

1. Exhibits knowledge of subject matter in the classroom.
2. Reviews and/or updates course materials.
3. Uses evaluative instruments that reflect course content.
4. Informs students of evaluation methods and criteria.
5. Evaluates students according to criteria established for the course.
6. Assesses student work accurately, but is willing to correct assessments if errors occur.
7. Maintains accurate records of students' academic performance.
8. Returns student assignments and tests within a reasonable period of time.
9. Explains material in response to questions.
10. Presents relevant material in an organized manner.
11. Exhibits interest in subject matter.
12. Uses grammatically correct English with competence in oral and written communications.
13. Consistently attempts to maintain order in the classroom at a level which facilitates instruction.
14. Communicates in the classroom at the level required for that course.
15. Keeps scheduled office hours.
16. Provides written statement of course objectives (expected learning outcomes) to students.
17. Reports to class on time.
18. Holds class for assigned time on a regular basis.
19. Offers academic assistance and makes appropriate referrals for students in need of help.
20. Completes assigned responsibilities.
21. Uses supplemental resources in addition to textbook or other minimal course materials.

Performance Indicators—Counseling Effectiveness

1. Demonstrates knowledge of counseling techniques and theories.
2. Demonstrates skill in working with students of varying ages and background.
3. Uses vocational information in assisting students.
4. Demonstrates knowledge of career decision-making processes.
5. Demonstrates knowledge of proper resources for St. Louis Community College programs.
6. Demonstrates knowledge of proper resources for information concerning transfer institutions.
7. Reports to work on time.
8. Keeps appointments regularly.
9. Keeps scheduled office hours.
10. Determines, when appropriate, that referrals are needed and makes those referrals.
11. Maintains confidential relationship with students and staff consistent with professional (APGA, APA) guidelines and relevant laws.
12. Consults with teaching faculty regarding student/staff problems.
13. Participates in orientation to the College for first-time students.
14. Provides academic advisement as assigned.
15. Communicates respect to the student.
16. Operates within one's area of professional competency.
17. Uses grammatically correct English with competence in written and oral communications.
18. Completes assigned responsibilities.

Performance Indicators—Instructional Resources Effectiveness

1. Demonstrates a working knowledge of communication/information sciences.
2. Presents material in an organized manner.
3. Presents material clearly.
4. Sensitive to response of students.
5. Welcomes questions and discussion.
6. Organizes and maintains a system of appropriate records and reports.
7. Participates in the development and review of courses, curricula and instructional materials.
8. Completes assigned responsibilities.
9. Develops bibliographic and instructional materials to assist students and staff in attaining their instructional goals.
10. Assists students and staff in the location, design, development or use of resource materials.
11. Where applicable, maintains or prepares resource equipment, materials and supplies for student and staff use.
12. Initiates and maintains communication with faculty for the purpose of the selection of resource materials and equipment.
13. Reports to work on time.
14. Uses grammatically correct English with competence in oral and written communications.
15. Keeps scheduled hours in service area.

Other Required Indicators—Teaching Faculty

1. Belongs to one or more recognized professional organization(s).
2. Attends department meetings.
3. Accepts assignments to supervise/orient part-time/new faculty.
4. Participates in the development and improvement of courses and curricula.
5. Where applicable, maintains and prepares equipment and supplies for labs, shops or studios.
6. Where applicable, supervises lab assistants and other personnel assigned to instructional areas.
7. Attends division meetings.
8. Contributes to the work of one or more department committees where applicable.
9. Assists the department chairperson by furnishing necessary information for the preparation of class schedules.
10. Assists the department chairperson by furnishing necessary information for the preparation of the department budget where applicable.
11. Assists the department chairperson in the development of short and long-range department plans.
12. Participates in department activities related to student job placement where applicable.

Other Required Indicators—Counseling Faculty

1. Where applicable, uses supplemental resources in addition to textbook or other minimal requirements of group/class sessions.
2. Belongs to one or more recognized professional organization(s).
3. Attends department meetings.
4. Accepts assignments to supervise/orient part-time/new faculty where applicable.
5. Participates in the development and improvement of groups and classes where applicable.
6. Where applicable, maintains and prepares equipment and supplies for groups and classes.
7. Where applicable, supervises student assistants and other personnel assigned to department areas.
8. Attends division meetings.
9. Contributes to the work of one or more department committee(s) where applicable.
10. Assists the director by furnishing necessary information for the preparation of class schedules.
11. Assists the director by furnishing necessary information for the preparation of the department budget where applicable.
12. Assists the director in the development of short and long-range department plans.
13. Participates in department activities related to student job placement where applicable.

Other Required Indicators—Instructional Resources Faculty

1. Uses supplemental resources in addition to those available on the campus.
2. Belongs to one or more recognized professional organization(s).
3. Attends department meetings.
4. Accepts assignments to supervise/orient part-time/new faculty.
5. Where applicable, supervises student assistants and other personnel assigned to areas of responsibility.
6. Attends division meetings.
7. Contributes to the work of one or more department committees where applicable.
8. Assists the department director by furnishing necessary information for the preparation of class schedules, where applicable.
9. Assists the department director by furnishing necessary information for the preparation of the department budget where applicable.
10. Assists the department director in the development of short and long-range department plans.
11. Participates in department activities related to student job placement where applicable.

Listing of Faculty Choice Indicators

1. Develops new course.
2. Serves on a committee.
3. Chairs a committee.
4. Attends a workshop related to one's field.
5. Leads an approved workshop related to one's field.
6. Takes one or more courses related to his/her field.
7. Publishes an article in a journal.
8. Writes a book.
9. Sponsors a student organization.
10. Sponsors a student activity.
11. Serves as an officer in a professional organization in one's field or profession.
12. Gives one or more speeches for the college or to a professional organization.
13. Is active in community organization(s) related to job.
14. Advises students where appropriate.
15. Develops an approved plan of professional development activities.
16. Implements the approved plan of professional development activities.
17. Conducts studies and/or publishes research materials.
18. Prepares and participates in external grants.
19. Participates in approved articulation activities.
20. Completes extended time project.
21. Coaches a non-paid intramural activity.
22. Participates in recruiting students.
23. Gives outside job-related performance.
24. Assists during registration where appropriate.
25. Other _____

Achievement Levels and Definitions

SATISFACTORY	Satisfactory performance is demonstrated by performance levels that are recognized as meeting all reasonable and acceptable standards compared to other professional faculty within the College. Teaching, I.R., or Counseling effectiveness is well documented. Achievements in other criteria should be evident.
NEEDS IMPROVEMENT	Performance that needs improvement is demonstrated by performance levels that are recognized as deficient in one or more criteria but there is evidence to suggest that satisfactory performance is possible with appropriate professional development and assistance. Achievements are not well documented or always evident.
UNACCEPTABLE	Unacceptable performance is demonstrated by performance levels that are clearly recognized as not meeting reasonable and minimal standards compared to other professional faculty within the College. Achievement levels in Teaching, I.R., and Counseling are substantially deficient or not evident.

Notes:

1. The above Achievement Level ratings are applicable to each of the criteria as well as to the composite evaluation.

2. Achievements not well documented include those for which documentation is not provided by the faculty member when requested to do so or prescribed in the evaluation procedures.

Review Process

The faculty evaluation system provides for faculty review at the completion of each summary assessment form by requiring a faculty signature. Faculty may arrange a conference with the Division Dean to review the evaluation.

If a faculty member receives an evaluation of Needs Improvement or Unacceptable in any one or more of the Summary Assessment forms, that faculty member is required to have a review conference with the Division Dean/Director, at which time specific deficiencies will be identified and discussed. Following the review conference, the faculty member may request a conference with the Dean.

If the Annual Faculty Evaluation Summary results in an immediate personnel action that causes the faculty member injury or damage, the grievance process may then be invoked in accordance with Board Policy.

Mutual Involvement

The faculty evaluation process will allow for the involvement of faculty members, students, department chairpersons, and division deans. The faculty members, through their representatives, selected the various performance indicators upon which the evaluation is based. In addition, each faculty member may select additional indicators as part of the Faculty Option section. Faculty members will also be given the opportunity to provide the necessary documentation in support of their annual activities and contributions.

The faculty evaluation process clearly identifies the Division Dean or Director as the person ultimately responsible for the administration of the various components of the evaluation system. However, it is intended that the department chairperson will continue to play a significant collaborative and consultative role in support of the Division Dean. The department chairperson will actively participate in the conduct of the classroom visitation and in the assessment of the Self-documentation of Teaching Effectiveness, Faculty Options and Other Required Indicators.

Implementation Schedule

It is intended that the Annual Faculty Evaluation will be conducted on a calendar year basis beginning in January and ending in December. Therefore, the first annual cycle of this evaluation system is scheduled to begin in January, 1982. A detailed calendar indicating a timetable for various events to occur will be released during the fall semester.

During the 1981-82 academic year, the College will be in a transitional stage converting from an academic year to a calendar year evaluation cycle. Consequently, an Annual Faculty Evaluation Summary will be required to be completed in April, 1982 for the 1981-82 academic year.

May 1981	Jan. 1982	Apr. 1982	Dec. 1982
Current Evaluation Cycle Begins	New Evaluation Cycle Begins	Annual Evaluation Summary (Academic Year)	Annual Evaluation Summary Dec. 1982 (Calendar Year)

The above time line indicates how this transition will occur. Certain portions of the evaluation system will be implemented effective immediately, and will be used to complete the April, 1982, Annual Evaluation Summary. Included in this summary will be Student Evaluations, Classroom Visitations, Self-Documentation, and the Division Dean's Evaluation. During a four-month period from January to April, 1982, the evaluation cycles overlap. Activities and contributions made during this period as well as student evaluations and classroom visit assessments, will be used in the completion of both the April Annual Evaluation Summary and the December Annual Evaluation Summary.

ANNUAL FACULTY EVALUATION SUMMARY

PROCEDURES FOR COMPLETING THE ANNUAL FACULTY EVALUATION SUMMARY

1. Under Teaching Effectiveness, record the composite assessment ratings from the Student Evaluation Summary, the Self-Documentation, and the Classroom Visitation Report.

   Add the value of the ratings and divide by three. The results will determine the rating for the Teaching Effectiveness criteria as follows:

   2.31 thru 3.00 = Satisfactory
   1.71 thru 2.30 = Needs Improvement
   1.00 thru 1.70 = Unacceptable

2. For Faculty Option Indicators, record the composite assessment rating from the Faculty Option Evaluation Form.

3. For Other Required Indicators, record the composite assessment rating from the Other Required Evaluation Form.

4. Under the Computation section, record the value of the rating assigned to each criterion.

   Multiply by the weight and derive a score for each criterion.

   Add the three scores and multiply by .80 to determine the score for Part One: Criteria Evaluation.

5. Under Part Two: Division Dean Evaluation, record the value of the composite assessment rating from the Division Dean Evaluation Form.

   Multiply that value by .20 to determine the score for Part Two: Division Dean Evaluation.

6. Add the Part One Score to the Part Two Score to determine the Total Annual Score.

7. Complete the Annual Evaluation Rating as determined by the Total Annual Score.

8. Sign the Annual Evaluation Summary, attach copies of all summary assessments, and forward to Dean for Review.

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St. Louis Community College

ST. LOUIS COMMUNITY COLLEGE

ANNUAL FACULTY EVALUATION SUMMARY
(Teaching Faculty)

NAME _____ CAMPUS _____

DIVISION _____ DEPARTMENT _____ RANK _____

PART ONE: CRITERIA EVALUATION

Criteria		Criteria Rating and Value
A. Teaching Effectiveness (70%)		
Student Evaluation	___S___NI___U	
Self-Documentation	___S___NI___U	___S(3) ___NI(2) ___U(1)
Classroom Visitation	___S___NI___U	
B. Faculty Option Indicators (15%)		___S(3) ___NI(2) ___U(1)
C. Other Required Indicators (15%)		___S(3) ___NI(2) ___U(1)

COMPUTATION:

Criteria	Value	X	Weight	=	Score
A	_____	X	.70	=	_____
B	_____	X	.15	=	_____
C	_____	X	.15	=	_____

PART ONE SCORE _____ X .80 = [ ]

PART TWO: DIVISION DEAN EVALUATION

PART TWO SCORE _____ X .20 = [ ]

TOTAL ANNUAL SCORE [ ]

ANNUAL EVALUATION RATING

_____ SATISFACTORY (2.31 thru 3.0)

_____ NEEDS IMPROVEMENT (1.71 thru 2.30)

_____ UNACCEPTABLE (1.00 thru 1.70)

SUBMITTED BY:

_____ Date _____
(Division Dean)

REVIEWED BY:

_____ Date _____
(Dean)

_____ _____ Date _____
(President)

August 1981

STUDENT EVALUATION OF INSTRUCTION

August 1981

ST. LOUIS COMMUNITY COLLEGE

PROCEDURES FOR
STUDENT EVALUATION OF INSTRUCTION

1. The supervisor or third party designee appointed by the Division Dean shall administer and collect the student evaluations of instruction.

2. The supervisor, in appropriate consultation with the faculty member, will select the class sections in which student evaluations will be conducted. Student evaluations will occur in at least two (2) classes distributed over the fall and spring semesters of the evaluation period.

3. A uniform and standard set of directions will be used by the supervisor or third party designee in administering the student evaluation. The faculty member will leave the classroom after instructions are read to the students.

4. All student evaluations will be tabulated through computer scanning and a summary evaluation for each class section will be produced.

5. A composite student evaluation for all class sections surveyed will also be tabulated through computer scanning. The assessment of this composite student evaluation will be used by the Division Dean in completing the annual evaluation summary.

6. The assessment guidelines as reported on the Composite Summary will be reviewed pending the completion of the first year of implementation and may be subject to revision.

St. Louis Community College

ST. LOUIS COMMUNITY COLLEGE

STUDENT EVALUATION OF INSTRUCTION

Course Number: _____ Course Section: _____ Date: _____

PART 1: STUDENT INFORMATION

1. Sex: M_____ F_____
2. Age: 17-20_____ 21-25_____ 26-35_____ 36-49_____ 50-64_____ 65+_____
3. This course is required in my curriculum. Yes_____ No_____ Don't know_____
4. I voluntarily chose this course. Yes_____ No_____
5. I come prepared for this class. Yes_____ No_____
6. I attend this class regularly. Yes_____ No_____
7. I come to class on time. Yes_____ No_____

PART 2: INSTRUCTOR RATING

PLEASE RATE THE FACULTY MEMBER ON THE FOLLOWING ITEMS ON A SCALE FROM 1 TO 5 BASED ON THE FOLLOWING DEFINITIONS:

5 = Among the best of all instructors I've known.
4 = Better than most instructors.
3 = About average.
2 = Not as good as most instructors.
1 = Among the worst of all instructors.
x = Cannot judge/does not apply.

_____ 1. Informs students about how they are going to be graded on tests and assignments.

_____ 2. Grades students by the standards the instructor explained to students.

_____ 3. Grades tests and assignments accurately, but is willing to make corrections if actual errors (not simply differences of opinion) occur.

_____ 4. Returns assignments and tests within a reasonable period of time.

_____ 5. Explains material in response to questions.

_____ 6. Spends class time on material that relates to purpose of the course.

_____ 7. Gives organized classroom presentations.

_____ 8. Seems interested in subject matter.

_____ 9. Attempts to maintain a reasonable level of order in class.

_____ 10. Reports to class on time.

_____ 11. Holds class for the required time.

_____ 12. Offers students help with problems in course or refers them elsewhere for help.

August 1981

St. Louis Community College

STUDENT EVALUATION OF INSTRUCTION

Section Summary

FACULTY NAME: _____

COURSE NUMBER(S): _____ SECTION NUMBER(S): _____

PART ONE: STUDENT INFORMATION

Frequency Counts

Item 1 M _____ F _____

Item 2 17-20 _____ 21-25 _____ 26-35 _____ 36-49 _____ 50-64 _____ 65+ _____

Item 3 Yes _____ No _____ Don't Know _____

Item 4 Yes _____ No _____

Item 5 Yes _____ No _____

Item 6 Yes _____ No _____

Item 7 Yes _____ No _____

FACSIMILE

PART TWO: INSTRUCTOR RATING

	Frequency Counts						Avg. Score
Item 1	5 _____	4 _____	3 _____	2 _____	1 _____	X _____	_____
Item 2	5 _____	4 _____	3 _____	2 _____	1 _____	X _____	_____
Item 3	5 _____	4 _____	3 _____	2 _____	1 _____	X _____	_____
Item 4	5 _____	4 _____	3 _____	2 _____	1 _____	X _____	_____
Item 5	5 _____	4 _____	3 _____	2 _____	1 _____	X _____	_____
Item 6	5 _____	4 _____	3 _____	2 _____	1 _____	X _____	_____
Item 7	5 _____	4 _____	3 _____	2 _____	1 _____	X _____	_____
Item 8	5 _____	4 _____	3 _____	2 _____	1 _____	X _____	_____
Item 9	5 _____	4 _____	3 _____	2 _____	1 _____	X _____	_____
Item 10	5 _____	4 _____	3 _____	2 _____	1 _____	X _____	_____
Item 11	5 _____	4 _____	3 _____	2 _____	1 _____	X _____	_____
Item 12	5 _____	4 _____	3 _____	2 _____	1 _____	X _____	_____

Total Average Score [ ]

August 1981

St. Louis Community College

SAMPLE OF COMPUTER FORM

STUDENT EVALUATION OF INSTRUCTION
Composite Summary

FACULTY NAME: _____

COURSE NUMBER(S): _____ SECTION NUMBER(S): _____

PART ONE: STUDENT INFORMATION

Frequency Counts

Item 1 M _____ F _____

Item 2 17-20 _____ 21-25 _____ 26-35 _____ 36-49 _____ 50-64 _____ 65+ _____

Item 3 Yes _____ No _____ Don't Know _____

Item 4 Yes _____ No _____

Item 5 Yes _____ No _____

Item 6 Yes _____ No _____

Item 7 Yes _____ No _____

FACSIMILE

PART TWO: INSTRUCTOR RATING

	Frequency Counts						Avg. Score
Item 1	5 _____	4 _____	3 _____	2 _____	1 _____	X _____	_____
Item 2	5 _____	4 _____	3 _____	2 _____	1 _____	X _____	_____
Item 3	5 _____	4 _____	3 _____	2 _____	1 _____	X _____	_____
Item 4	5 _____	4 _____	3 _____	2 _____	1 _____	X _____	_____
Item 5	5 _____	4 _____	3 _____	2 _____	1 _____	X _____	_____
Item 6	5 _____	4 _____	3 _____	2 _____	1 _____	X _____	_____
Item 7	5 _____	4 _____	3 _____	2 _____	1 _____	X _____	_____
Item 8	5 _____	4 _____	3 _____	2 _____	1 _____	X _____	_____
Item 9	5 _____	4 _____	3 _____	2 _____	1 _____	X _____	_____
Item 10	5 _____	4 _____	3 _____	2 _____	1 _____	X _____	_____
Item 11	5 _____	4 _____	3 _____	2 _____	1 _____	X _____	_____
Item 12	5 _____	4 _____	3 _____	2 _____	1 _____	X _____	_____

Composite Average Score [ ]

ASSESSMENT

The following guidelines will be used to determine the faculty performance level as based upon student evaluations:

Composite Score of 3.00 — 5.00 = _____ Satisfactory
Composite Score of 2.00 — 2.99 = _____ Needs Improvement
Composite Score of 1.00 — 1.99 = _____ Unacceptable

_____ _____
Faculty Member Date

_____ _____
Division Dean Date

SELF-DOCUMENTATION OF TEACHING EFFECTIVENESS

ST. LOUIS COMMUNITY COLLEGE

PROCEDURES FOR SELF-DOCUMENTATION OF TEACHING EFFECTIVENESS

1. At the beginning of each evaluation period, faculty members will receive a list of the seven (7) items which will form the basis for their self-documentation.

2. No later than November 1 of each year, the faculty members will submit to the appropriate Division Dean, supporting information and documentation of performance related to the seven items.

3. The Division Dean will review the supporting information and documentation and will complete the assessment of the self-documentation component. The composite assessment of the self-documentation will be used by the Division Dean in completing the evaluation summary.

4. In the event of a less-than-satisfactory rating on any specific item, the evaluator will indicate the basis for the rating and specific recommendations for improvement which will be discussed with the faculty member. A copy of the rating and recommendations will be provided within two weeks of the completion of the assessment.

INSTRUCTIONS FOR COMPLETING THE SELF-DOCUMENTATION OF TEACHING EFFECTIVENESS FORM

This assessment sheet is to be utilized by each evaluator when assessing the faculty member on his/her self-documentation of teaching effectiveness as a part of the faculty evaluation system.

The Self-Documentation of Teaching Effectiveness form consists of seven (7) items. The faculty member is responsible for providing supporting information in response to each of the questions.

You are to rate each item on a 3-point scale as follows:

1. Satisfactory — 3
2. Needs Improvement — 2
3. Unacceptable — 1

In order to assist you in making a determination for each item that is consistent across the district, the following assessment criteria is provided:

1. **Reviews and/or updates course materials.** (The faculty member is responsible for providing three examples of course materials that he/she has updated since his/her last evaluation.)

   Satisfactory — 1. Evidence that course goals, objectives, and learning materials have been modified, deleted, added or reviewed during the last evaluation.

   2. Statements supporting a basis for the changes having been made. Examples would include new and expanding areas of knowledge, new techniques, items to expand or contract, course contents based upon programmatic considerations, et al.

   Needs Improvement — 1. A listing of items with no statements supporting the basis for the changes made.

   2. No evidence of particular materials that have been incorporated into the course(s).

   Unacceptable — 1. A list of less than three examples of updated course materials.

   2. A listing of updated materials that have no relationship with any courses taught by the faculty member.

2. **The faculty member uses evaluation instruments that are related to course content.** (The faculty member will have available or provide examples of two or more tests or graded assignments which have been given to students.)

   Satisfactory — 1. Examples of at least two or more tests or graded assignments which have been given to students that relate to course content for courses the faculty member has taught since the last evaluation.

   2. The tests or graded assignments are clearly related to the content of the course that has been chosen.

   Needs Improvement — Examples of tests and/or graded assignments that do not clearly reflect the content of the course.

   Unacceptable — 1. No evidence being provided on this item.

   2. Tests and/or graded assignments that do not relate in any way with the content of the course.

3. **Student evaluation is related to the criteria established for the course(s).** (The faculty member will provide a copy of course syllabus.)

Satisfactory —
1. The submission of the course(s) syllabus.
2. The syllabus clearly indicates the criteria used to evaluate students.

Needs Improvement —
1. The submission of a syllabus that does not describe or state clearly the criteria used to evaluate students.
2. The criteria used to evaluate students are not accepted by the majority of professionals in the field.

Unacceptable — No submission of a syllabus.

4. **Maintains accurate records of students' academic performance.** (Grade books and records will be available for examination by the department chairs and division dean.)

Satisfactory —
1. Grade books and records are available.
2. Grade books and records maintain an accurate record of the students' academic performance.

Needs Improvement — Maintains a record of students' academic performance that is, in most cases, accurate.

Unacceptable —
1. The lack of any records relating to students' academic performance.
2. The existence of highly inaccurate records of students' academic performance.

5. **Keeps scheduled office hours.** (Schedules of office hours will be posted and maintained in the division office.)

Satisfactory —
1. Keeps scheduled office hours.
2. Maintains a schedule of office hours posted on the faculty member's door and available in division office.

Needs Improvement —
1. Generally keeps scheduled office hours, but with some exceptions.
2. These exceptions are usually not communicated to the department chair/division office.

Unacceptable —
1. Does not keep scheduled office hours on a regular basis.
2. Has not scheduled and/or posted office hours.

6. **Provides written statement of course objectives (expected learning outcomes) to students.** (Provide copies of course objective statements distributed for each of the courses that you teach.)

Satisfactory — Evidence that written statements of course objectives have been provided to students.

Needs Improvement — Written statements of course objectives have partially been provided to students.

Unacceptable — Written statements of course objectives have not been provided to students.

7. **Uses supplemental resources in addition to textbook or other minimal course materials.** (Provide two examples of supplemental resources.)

Satisfactory — Supplemental resources are fully integrated into the course. Examples might include films, guest speakers, periodical reading materials, or other similar resources.

Needs Improvement — Supplemental resources are identified but there is no evidence that they are in current use in courses.

Unaccceptable — No evidence that supplemental resources are being considered for a course. Textbook is the only resource used.

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ST. LOUIS COMMUNITY COLLEGE

FACULTY SHEET
Items Included in Self-Documentation of Teaching Effectiveness

1. **Reviews and/or updates course materials.** (The faculty member is responsible for providing three examples of course materials that he/she has updated since his/her last evaluation.)

2. **The faculty member uses evaluation instruments that are related to course content.** (The faculty member will provide examples of two or more tests or graded assignments.)

3. **Student evaluation is related to the criteria established for the course(s).** (Submission of course syllabus.)

4. **Maintains accurate records of students' academic performance.** (Grade books and records will be available for examination by the department chairs and division dean.)

5. **Keeps scheduled office hours.** (Schedules of office hours wil be posted and maintained in the division office.)

6. **Provides written statements of course objectives (expected learning outcomes) to students.** (Provide copies of course objective statements distributed for each of the courses that you teach.)

7. **Uses supplemental resources in addition to textbook or other minimal course materials.** (Provide two examples of supplemental resources.)

August 1981

ST. LOUIS COMMUNITY COLLEGE

SELF-DOCUMENTATION OF TEACHING EFFECTIVENESS

FACULTY NAME_____ CAMPUS_____

DIVISION_____ DEPARTMENT_____ RANK_____

DIRECTIONS: This form is to be used by the evaluator when assessing the supporting information and documentation provided by the faculty member relative to the self-documentation indicators of teaching effectiveness. The summary page and composite assessment rating will be used in completing the Annual Faculty Evaluation Summary.

RATING

ITEM 1 **Reviews and/or updates course materials.** (The faculty member is responsible for providing three examples of course materials that he/she has updated since the last evaluation.)
COMMENTS:

_____ Satisfactory
_____ Needs Improvement
_____ Unacceptable

ITEM 2 **The faculty member uses evaluation instruments that are related to course content.** (The faculty member will have available or provide examples of two or more tests or graded assignments.)
COMMENTS:

_____ Satisfactory
_____ Needs Improvement
_____ Unacceptable

ITEM 3 **Student evaluation is related to the criteria established for the course(s).** (The faculty member will provide a copy of course syllabus.)
COMMENTS:

_____ Satisfactory
_____ Needs Improvement
_____ Unacceptable

ITEM 4 **Maintains accurate records of students' academic performance.** (Grade books and records will be available for examination by the department chair and division dean.)
COMMENTS:

_____ Satisfactory
_____ Needs Improvement
_____ Unacceptable

FACULTY NAME_____

RATING

ITEM 5 **Keeps scheduled office hours.** (Schedules of office hours will be posted and maintained in the division office.)
COMMENTS:

_____ Satisfactory
_____ Needs Improvement
_____ Unacceptable

ITEM 6 **Provides written statement of course objectives (expected learning outcomes) to students.** Provide copies of course objective statements distributed for each of the courses taught.)
COMMENTS:

_____ Satisfactory
_____ Needs Improvement
_____ Unacceptable

ITEM 7 **Uses supplemental resources in addition to textbook or other minimal course materials.** (Provide copy of course syllabus.)
COMMENTS:

_____ Satisfactory
_____ Needs Improvement
_____ Unacceptable

ST. LOUIS COMMUNITY COLLEGE

SELF-DOCUMENTATION OF TEACHING EFFECTIVENESS
Summary Assessment

FACULTY NAME_____

	Rating	Value
ITEM 1	_____	_____
ITEM 2	_____	_____
ITEM 3	_____	_____
ITEM 4	_____	_____
ITEM 5	_____	_____
ITEM 6	_____	_____
ITEM 7	_____	_____

Value Key
3 = Satisfactory
2 = Needs Improvement
1 = Unacceptable

TOTAL SCORE [ ] ÷ 7 = TOTAL AVERAGE SCORE [ ]

Composite Assessment

_____ Satisfactory (2.31 thru 3.0)

_____ Needs Improvement (1.71 thru 2.30)

_____ Unacceptable (1.00 thru 1.70)

SUBMITTED BY:

_____ Date_____
Division Dean/Director

SIGNED BY:

_____ Date_____
Faculty Signature

CLASSROOM VISITATION REPORT

ST. LOUIS COMMUNITY COLLEGE

PROCEDURES FOR CLASSROOM VISITATION REPORT

1. The supervisor, or designee appointed by the Division Dean, in appropriate consultation with the faculty member, will select the time of the classroom visitation. The visitation will take place during work activities that are representative of the faculty member's general responsibilities.

2. A classroom visitation will be conducted at least once during each evaluation period.

3. At a minimum, the Division Dean will conduct a classroom visitation at least once every three (3) years.

4. In the event of a less-than-satisfactory composite assessment, the supervisor will review the assessment with the faculty member and will arrange for subsequent additional classroom visitations(s) prior to completing the annual evaluation summary. If multiple classroom visitations should occur during a single evaluation period, the most recent classroom report will be used for the completion of the annual evaluation summary.

5. If the event of a less-than-satisfactory rating on any specific item, the evaluator will indicate the basis for the rating and specific recommendations for improvement which will be discussed with the faculty member. A copy of the rating and recommendations will be provided within two weeks of the completion of the assessment.

INSTRUCTIONS FOR COMPLETING THE CLASSROOM VISIT REPORT FORM

The evaluator will apply the following criteria as the basis for ratings of Satisfactory, Needs Improvement, or Unacceptable for each of the indicators listed.

1. **The instructor presents relevant material.**

Satisfactory	—	The material is clearly relevant to the course objectives.
Needs Improvement	—	The material is not clearly related to the course objectives but is in the same general area.
Unacceptable	—	The material is not related to the course objectives and the instructor makes no effort to explain why it is included.

2. **Reviews and/or updates course materials.**

Satisfactory	—	The instructor includes material that demonstrates awareness of current developments that relate to the course content. Appropriate examples in a lecture course would be indicative of this "updating."
Needs Improvement	—	The instructor refers occasionally to current developments that relate to course content but does not adequately explain their importance or relationship.
Unacceptable	—	The instructor makes no statements and gives no examples that indicate an awareness of current developments related to course content.

3. **The instructor explains material in response to students' questions.**

Satisfactory	—	The instructor provides thorough and relevant explanations in response to student's questions. The instructor verifies that the student understands prior to moving ahead with new material.
Needs Improvement	—	The instructor attempts to answer student questions but does not verify whether or not the student understands before continuing.
Unacceptable	—	The instructor rarely acknowledges that students want to ask questions. When questions are asked, that instructor dismisses them or ridicules the student asking the question.

4. **Demonstrates knowledge of subject matter.**

Satisfactory	—	The instructor has broad and thorough understanding of subject matter. The instructor is able to relate the smaller units of instruction to the overall whole.
Needs Improvement	—	The instructor frequently fails to provide adequate supporting materials for points that are made while teaching. The points themselves are basically correct, but the supporting material is not well developed.
Unacceptable	—	The instructor does not provide basic level information in the particular field. Students apparently cannot follow the lesson because subject matter is not presented knowledgeably.

5. **The instructor presents material in a logical and organized manner.**

Satisfactory	—	The instructor has a clear organizational plan for the lesson. The explanation proceeds from major points to minor points with appropriate supporting material.
Needs Improvement	—	The instructor has an overall plan for the lesson but the basis for the organization is not discernible. Major points and minor points are not clearly identifiable.
Unacceptable	—	The instructor gives no evidence of an overall organizational plan for the lesson. Rather than a logical explanation of material, the instructor tends to operate on a subjective level, very difficult for students to follow.

6. **The instructor uses grammatically correct English with competence.**

Satisfactory	—	The faculty member uses English with competence in both oral and written communication.
Needs Improvement	—	The faculty member at times experiences difficulty in applying English competently in either oral or written communication.
Unacceptable	—	The faculty member has continuing difficulty in utilizing English with competence in both oral and written communication.

7. **The instructor consistently attempts to maintain order in the classroom at a level which facilitates instruction.**

Satisfactory	—	The instructor makes clear to the students the need for order and makes specific comments to deal with problems, if appropriate.
Needs Improvement	—	The instructor pays little attention to the need for order in the classroom. Although the overall atmosphere is orderly most of the time, the instructor does not give specific attention to situations that require it.
Unacceptable	—	The instructor makes no effort to maintain order. When a disorderly situation develops, the instructor ignores it. The level of order in the classroom does not facilitate instruction.

8. **The instructor communicates in the classroom at a level required for the course.**

Satisfactory	—	The instructor uses vocabulary required for the level of the course. The instructor explains terms and concepts at an appropriate level.
Needs Improvement	—	The instructor communicates at a level that is significantly above or below the level required for the course. Terms and concepts are inadequately explained or are presented at a level inappropriate for the course.
Unacceptable	—	The instructor is not communicating effectively at a level required for the course. The instructor ignores feedback from the class. The instructor presents terms and concepts but makes no effort to explain them.

St. Louis Community College

ST. LOUIS COMMUNITY COLLEGE

CLASSROOM VISITATION REPORT

FACULTY NAME _____

COURSE TITLE AND SECTION NUMBER _____

TOPIC COVERED (BE SPECIFIC) _____

METHOD OF PRESENTATION (BE SPECIFIC) _____

_____

DATE OF CLASS VISITATION _____

LENGTH OF OBSERVATION (IN MINUTES) _____

RATING

ITEM 1 **The instructor presents relevant material.**
Comments:

_____ Satisfactory
_____ Needs Improvement
_____ Unacceptable

ITEM 2 **Reviews and/or updates course materials.** (i.e., uses current examples, theories, etc.)
Comments:

_____ Satisfactory
_____ Needs Improvement
_____ Unacceptable

ITEM 3 **The instructor explains material in response to students' questions.**
Comments:

_____ Satisfactory
_____ Needs Improvement
_____ Unacceptable

ITEM 4 **Demonstrates knowledge of subject matter.**
Comments:

_____ Satisfactory
_____ Needs Improvement
_____ Unacceptable

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ITEM 5 **The instructor presents material in a logical and organized manner.**

Comments:

_____ Satisfactory
_____ Needs Improvement
_____ Unacceptable

ITEM 6 **The instructor uses grammatically correct English with competence.**

Comments:

_____ Satisfactory
_____ Needs Improvement
_____ Unacceptable

ITEM 7 **The instructor consistently attempts to maintain order in the classroom at a level which facilitates instruction.**

Comments:

_____ Satisfactory
_____ Needs Improvement
_____ Unacceptable

ITEM 8 **The instructor communicates in the classroom at a level required for that course.**

Comments:

_____ Satisfactory
_____ Needs Improvement
_____ Unacceptable

ST. LOUIS COMMUNITY COLLEGE

CLASSROOM VISITATION
Summary Assessment

FACULTY NAME_____

	Rating	Value
ITEM 1	_____	_____
ITEM 2	_____	_____
ITEM 3	_____	_____
ITEM 4	_____	_____
ITEM 5	_____	_____
ITEM 6	_____	_____
ITEM 7	_____	_____

Value Key
3 = Satisfactory
2 = Needs Improvement
1 = Unacceptable

TOTAL SCORE [ ] ÷ 8 = TOTAL AVERAGE SCORE [ ]

Composite Assessment

_____ Satisfactory (2.31 thru 3.0)

_____ Needs Improvement (1.71 thru 2.30)

_____ Unacceptable (1.00 thru 1.70)

SUBMITTED BY:

_____ Date_____
Evaluator

SIGNED BY:

_____ Date_____
Faculty Signature

FACULTY CHOICE INDICATORS

PROCEDURES FOR COMPLETING THE FACULTY CHOICE INDICATORS FORM

1. While the minimum number of indicators to be chosen is one, faculty are encouraged to select a sufficient number of indicators which reflect their plans for professional development during the coming year. The faculty member will indicate one item to be used as the primary item for evaluation purposes. With mutual agreement of the instructor and division dean, new items may be added to the Faculty Choice Indicators list. It is understood that plans submitted may need to be changed as circumstances change through appropriate consultation with the department chair.

2. If the department decides to propose indicators that are unique to the function of a specific department, these indicators will be submitted in written form by the department chair to the appropriate division dean. If approved by the division dean, these indicators will be applicable to all faculty members in the department.

3. The faculty member will complete the Faculty Choice Report and forward it through the department chair to the division dean.

4. In the event of a less-than-satisfactory rating, the evaluator will indicate the basis for the rating and specific recommendations for improvement which will be discussed with the faculty member. A copy of the rating and recommendations will be provided within two weeks of the completion of the assessment.

5. The faculty member will provide evidence of having completed the selected indicator by no later than November 1.

ST. LOUIS COMMUNITY COLLEGE

FACULTY INFORMATION SHEET
Faculty Choice Indicators

1. Develops new course.
2. Serves on a committee.
3. Chairs a committee.
4. Attends a workshop related to one's field.
5. Leads an approved workshop related to one's field.
6. Takes one or more courses related to his/her field.
7. Publishes an article in a journal.
8. Writes a book.
9. Sponsors a student organization.
10. Sponsors a student activity.
11. Serves as an officer in a professional organization in one's field or profession.
12. Gives one or more speeches for the college or to a professional organization.
13. Is active in community organization(s) related to job.
14. Advises students, where appropriate.
15. Develops an approved plan of professional development activities.
16. Implements the approved plan of professional development activities.
17. Conducts studies and/or publishes research materials.
18. Prepares and participates in external grants.
19. Participates in approved articulation activities.
20. Completes extended time project.
21. Coaches a non-paid intramural activity.
22. Participates in recruiting students.
23. Gives outside job-related performance.
24. Assists during registration where appropriate.
25. Other _____

ST. LOUIS COMMUNITY COLLEGE

FACULTY CHOICE INDICATORS FORM

NAME_____ CAMPUS_____

DIVISION_____ DEPARTMENT_____ RANK_____

(List those indicators which have been agreed upon by the department and the Division Dean)

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

(From the following list of indicators, select one or more)

*PLEASE ASTERISK YOUR PRIMARY ITEM TO BE USED FOR EVALUATION

_____ 1. Develops new course.
_____ 2. Serves on a committee.
_____ 3. Chairs a committee.
_____ 4. Attends a workshop related to one's field.
_____ 5. Leads an approved workshop related to one's field.
_____ 6. Takes one or more courses related to his/her field.
_____ 7. Publishes an article in a journal.
_____ 8. Writes a book.
_____ 9. Sponsors a student organization.
_____ 10. Sponsors a student activity.
_____ 11. Serves as an officer in a professional organization in one's field or profession.
_____ 12. Gives one or more speeches for the college or to a professional organization.
_____ 13. Is active in community organization(s) related to job.
_____ 14. Advises students where appropriate.
_____ 15. Develops an approved plan of professional development activities.
_____ 16. Implements the approved plan of professional development activities.
_____ 17. Conducts studies and/or publishes research materials.
_____ 18. Prepares and participates in external grants.
_____ 19. Participates in approved articulation activities.
_____ 20. Completes extended time project.
_____ 21. Coaches a non-paid intramural activity.
_____ 22. Participates in recruiting students.
_____ 23. Gives outside job-related performance.
_____ 24. Assists during registration where appropriate.
_____ 25. Other _____

SIGNED BY:

_____ Date _____

Faculty Signature

ST. LOUIS COMMUNITY COLLEGE

FACULTY CHOICE INDICATORS
Summary Assessment

FACULTY NAME_____

	Rating	Value
DEPARTMENTAL		
ITEM 1	_____	_____
ITEM 2	_____	_____
ITEM 3	_____	_____
ITEM 4	_____	_____
ITEM 5	_____	_____
ITEM 6	_____	_____
FACULTY CHOICE		
ITEM _____	_____	_____

TOTAL SCORE [ ] + NUMBER OF INDICATORS USED [ ] = TOTAL AVERAGE SCORE [ ]

COMPOSITE ASSESSMENT

_____ Satisfactory (2.31 thru 3.0)

_____ Needs Improvement (1.71 thru 2.30)

_____ Unacceptable (1.00 thru 1.70)

SUBMITTED BY:

_____ Date_____
Evaluator

SIGNED BY:

_____ Date_____
Faculty Signature

OTHER REQUIRED INDICATORS

ST. LOUIS COMMUNITY COLLEGE

PROCEDURES FOR OTHER REQUIRED INDICATORS

1. At the beginning of each evaluation period, faculty members will receive a list of the twelve (12) items included as Other Required Indicators.

2. No later than November 1 of each year, the faculty members will submit to the appropriate Division Dean, supporting information and documentation of performance related to the twelve items.

3. The Division Dean will review the supporting information and documentation and will complete the assessment of the Other Required Indicators. The Composite Assessment of the Other Required Indicators will be used by the Division Dean in completing the Annual Evaluation Summary.

4. In the event of a less-than-satisfactory rating on any specific item, the evaluator will indicate the basis for the rating and specific recommendations for improvement which will be discussed with the faculty member. A copy of the rating and recommendations will be provided within two weeks of the completion of the assessment.

OTHER REQUIRED INDICATORS: INSTRUCTIONS FOR COMPLETING THE REVIEW FORM

The supervisor will review the data provided by the faculty member and will consider other relevant data. The following definitions will apply to the ratings of **Satisfactory, Needs Improvment,** or **Unacceptable.**

1. **Belongs to one or more recognized professional organizations(s).**

   Satisfactory — Membership is current and active.

   Needs Improvement — Membership has lapsed in recent past and needs to be renewed.

   Unacceptable — No evidence of interest or membership in any relevant professional organization.

2. **Attends department meetings.**

   Satisfactory — Attends meetings regularly. Never misses or very seldom misses a meeting.

   Needs Improvement — Attends most meetings but misses a significant number of meetings during the year.

   Unacceptable — Misses most of the meetings throughout the year.

3. **Accepts assignments to supervise/orient part-time/new faculty.**

   Satisfactory — Provides assistance to new or part-time faculty as requested by the department chair.

   Needs Improvement — Does not provide assistance to new/part-time faculty when situation would normally require such assistance.

   Unacceptable — Refuses to accept assignment from department chair to provide assistance for new or part-time faculty.

4. **Participates in the development and improvement of courses and curricula.**

   Satisfactory — Shows interest in improving courses by active, constructive participation in department or committee meetings that deal with this issue.

   (Participates in the development and improvement of courses and curricula.)

   Needs Improvement — Makes an occasional suggestion re improvement of courses or curricula but does not become actively involved in projects to make improvements.

   Unacceptable — Shows no interest in improvement of courses or curricula. Avoids any related work responsibility.

5. **Where applicable, maintains and prepares equipment and supplies for labs, shops or studios.**

   Satisfactory — Equipment problems are promptly and properly reported. Supplies are ordered well in advance of needed dates.

   Needs Improvement — Equipment problems are identified but action is delinquent. Supplies are frequently exhausted prior to re-ordering.

   Unacceptable — Equipment and supplies are neglected. Repair and availability problems cause disruption of the program.

6. **Where applicable, supervises lab assistants and other personnel assigned to instructional areas.**

   Satisfactory — Provides supervision as needed. Available at critical times to supervise key functions.

   Needs Improvement — Provides occasional supervision. Does not attend to necessary details. Responsibilities of lab assistants or other personnel are not well understood.

   Unacceptable — Does not provide necessary supervision. Lab assistants or other personnel function without adequate guidance or supervision.

7. **Attends division meetings.**

Satisfactory	—	Attends meeetings regularly. Never misses or very seldom misses a meeting.
Needs Improvement	—	Attends most meetings but misses a significant number of meetings during the year.
Unacceptable	—	Misses most of the meetings throughout the year.

8. **Contributes to the work of one or more department committees as appropriate.**

Satisfactory	—	Takes responsibility to complete committee work and carries out this responsibility.
Needs Improvement	—	Participates in committee work but avoids taking individual responsibility to do committee work.
Unacceptable	—	Avoids committee work. Shows no initiative. Fails to complete committee work when requested.

9. **Assists the department chairperson by furnishing necessary information for the preparation of class schedules.**

Satisfactory	—	Provides requested information on a timely basis when requested by the department chair.
Needs Improvement	—	Responds to requests for information with incomplete or delayed answers.
Unacceptable	—	Does not respond to requests for information.

10. **Assists the department chairperson by furnishing necessary information for the preparation of the department budget where appropriate.**

Satisfactory	—	Provides requested information on a timely basis when requested by the department chair.
Needs Improvement	—	Responds to requests for information with incomplete or delayed answers.
Unacceptable	—	Does not respond to requests for information.

11. **Assists the department chairperson in the development of short and long-range department plans.**

Satisfactory	—	Provides requested information on a timely basis when requested by the department.
Needs Improvement	—	Responds to requests for information with incomplete or delayed answers.
Unacceptable	—	Does not respond to requests for information.

12. **Participates in department activities related to student job placement where applicable.**

Satisfactory	—	Provides assistance to students and maintains active communication with potential employers. Can identify specific persons by name who are potentially helpful for student job placement purposes. (Participates in department activities related to student job placement where applicable.)
Needs Improvement	—	Is aware of job placement possibilities but not engaged in active communication with specific persons in relevant organizations or companies.
Unacceptable	—	Is unaware of current job market developments. Is unable or unwilling to participate in student job placement activities.

FACULTY INFORMATION SHEET

1. Belongs to one or more recognized professional organizations.
2. Attends department meetings.
3. Accepts assignments to supervise/orient part-time/new faculty.
4. Participates in the development and improvement of courses and curricula.
5. Where applicable, maintains and prepares equipment and supplies for labs, shops or studios.
6. Where applicable, supervises lab assistants and other personnel assigned to instructional areas.
7. Attends division meetings.
8. Contributes to the work of one or more department committee(s) where applicable.
9. Assists the department chairperson by furnishing necessary information for the preparation of class schedules.
10. Assists the department chairperson by furnishing necessary information for the preparation of the department budget where applicable.
11. Assists the department chairperson in the development of short and long-range department plans.
12. Participates in department activities related to student job placement where applicable.

ST. LOUIS COMMUNITY COLLEGE

OTHER REQUIRED INDICATORS REVIEW

FACULTY NAME _____ CAMPUS _____

DIVISION _____ DEPARTMENT _____ RANK _____

Directions: This form is to be utilized by the evaluator when assessing the faculty member on the Other Required indicators part of the Faculty Evaluation System. The Summary Page and Composite Assessment Rating will be used in completing the Annual Faculty Evaluation Summary.

RATING

ITEM 1 **Belongs to one or more recognized professional organization(s).**
Comments:

_____ Satisfactory
_____ Needs Improvement
_____ Unacceptable

ITEM 2 **Attends department meetings.**
Comments:

_____ Satisfactory
_____ Needs Improvement
_____ Unacceptable

ITEM 3 **Accepts assignments to supervise/orient part-time/new faculty.**
Comments:

_____ Satisfactory
_____ Needs Improvement
_____ Unacceptable
_____ Not Applicable

ITEM 4 **Participates in the development and improvement of courses and curricula.**
Comments:

_____ Satisfactory
_____ Needs Improvement
_____ Unacceptable

ITEM 5 **Where applicable, maintains and prepares equipment and supplies for labs, shops, or studios.**
Comments:

_____ Satisfactory
_____ Needs Improvement
_____ Unacceptable
_____ Not Applicable

ITEM 6 **Where applicable, supervises lab assistants and other personnel assigned to instructional areas.**
Comments:

_____ Satisfactory
_____ Needs Improvement
_____ Unacceptable
_____ Not Applicable

ITEM 7 **Attends division meetings.**
Comments:

_____ Satisfactory
_____ Needs Improvement
_____ Unacceptable

ITEM 8 **Contributes to the work of one or more department committees where applicable.**
Comments:

_____ Satisfactory
_____ Needs Improvement
_____ Unacceptable
_____ Not Applicable

ITEM 9 **Assists the department chairperson by furnishing necessary information for the presentation of class schedules.**
Comments:

_____ Satisfactory
_____ Needs Improvement
_____ Unacceptable

ITEM 10 **Assists the department chairperson by furnishing necessary information for the presentation of the department budget where applicable**
Comments:

_____ Satisfactory
_____ Needs Improvement
_____ Unacceptable
_____ Not Applicable

ITEM 11 **Assists the department chairperson in the development of short and long-range plans.**
Comments:

_____ Satisfactory
_____ Needs Improvement
_____ Unacceptable

ITEM 12 **Participates in department activities related to student job placement where applicable.**
Comments:

_____ Satisfactory
_____ Needs Improvement
_____ Unacceptable
_____ Not Applicable

St. Louis Community College

ST. LOUIS COMMUNITY COLLEGE

OTHER REQUIRED INDICATORS
Summary Assessment

FACULTY NAME_____

	Rating	Value
ITEM 1	_____	_____
ITEM 2	_____	_____
ITEM 3	_____	_____
ITEM 4	_____	_____
ITEM 5	_____	_____
ITEM 6	_____	_____
ITEM 7	_____	_____
ITEM 8	_____	_____
ITEM 9	_____	_____
ITEM 10	_____	_____
ITEM 11	_____	_____
ITEM 12	_____	_____

Value Key
3 = Satisfactory
2 = Needs Improvement
1 = Unacceptable

TOTAL SCORE [ ] ÷ NUMBER OF INDICATORS USED [ ] = TOTAL AVERAGE SCORE [ ]

COMPOSITE ASSESSMENT

_____ Satisfactory (2.31 thru 3.0)

_____ Needs Improvement (1.71 thru 2.30)

_____ Unacceptable (1.00 thru 1.70)

SUBMITTED BY:

_____ DATE_____
Division Dean/Director

SIGNED BY:

_____ DATE_____
Faculty Signature

August 1981

DIVISION DEAN EVALUATION OF FACULTY

ST. LOUIS COMMUNITY COLLEGE

PROCEDURES FOR
DEAN DIVISION EVALUATION OF FACULTY

1. The Division Dean will complete this report no later than Decen.ber 1 of each year.

2. The Division Dean will utilize data sources referred to in the Instructions for Completing the Division Dean Evaluation of Faculty.

3. In the event of a less than satisfactory rating in any specific item, the evaluator will indicate the basis for the ratings and specific recommendations for improvement which will be discussed with the faculty member. A copy of the rating and recommendations will be provided within two weeks of the completion of the assessment.

INSTRUCTIONS FOR COMPLETING THE DIVISION DEAN EVALUATION

The Division Dean/Director will collect data from a number of institutional sources. Example of data sources include but are not limited to data collected and displayed in other components of the faculty evaluation system, documented evidence from students, faculty, and other members of the staff et al.

1. **Exhibits knowledge of subject matter in the classroom.**

   Satisfactory — Classroom evaluation clearly indicates command of subject matter.

   Needs Improvement — Incomplete knowledge of subject matter as observed in the classroom, i.e., non-complete laboratory experiments, partial and/or faculty observation of students in a practicum situation, would result in **Needs Improvement.**

   Unacceptable — Displays lack of basic concepts and principles that relate to the course material being presented to the classroom.

2. **Reviews and/or updates course materials.**

   Satisfactory — Displays an ongoing commitment as evidenced in successful efforts in maintaining relevant and updated sets of learning materials for those courses assigned to the faculty member on a regular basis.

   Needs Improvement — Provides partial updating of course materials, wherein the evidence is persuasive that additional updating has been needed but not completed over an extended period of time.

   Unacceptable — Does not update course material where needed or on a timely basis, so as to provide relevant course materials.

3. **Uses evaluative instruments that reflect course content.**

   Satisfactory — Maintains and implements evaluative instruments that are reflective of course content.

   Needs Improvement — Partially and incompletely utilizes evaluative instruments that reflect course content.

   Unacceptable — Does not utilize evaluative instruments that reflect course content.

4. **Informs students of evaluation methods and criteria.**

   Satisfactory — Informs students of the evaluation methods and criteria for those courses regularly assigned.

   Needs Improvement — Has informed students incompletely of evaluation methods and criteria utilized in course evaluation.

   Unacceptable — Has not informed students of evaluation methods and criteria.

5. **Evaluates students according to criteria established for the course.**

   Satisfactory — Students have been evaluated according to the criteria established for the course.

   Needs Improvement — Students have been partially evaluated according to the criteria established for the course.

   Unacceptable — The students have not been evaluated according to the criteria, if such existed for the course or courses.

6. **Assesses student work accurately, but is willing to correct assessments if errors occur.**

Satisfactory	—	The faculty member assesses student work accurately and is willing to correct assessments if and when errors occur.
Needs Improvement	—	Student assessment is occasionally inaccurate, but corrections of errors do occur.
Unacceptable	—	Assessment of student work is not done accurately. In addition, there may or may not be a willingness to correct assessments of frequent errors.

7. **Maintains accurate records of students' academic performance.**

Satisfactory	—	The record of students' academic performance is accurate.
Needs Improvement	—	The students' academic records indicate incomplete data as a result of inadequate record keeping.
Unacceptable	—	Records have not been maintained or cannot provide any accurate record of students' academic performance.

8. **Returns student assignments and tests within a reasonable period of time.**

Satisfactory	—	Student assignments and tests are returned within a reasonable period of time.
Needs Improvement	—	Some student assignments and tests are not returned within a reasonable period of time.
Unacceptable	—	The non-return of student assignments and tests within a reasonable period of time is a regular practice by the faculty member.

9. **Explains material in response to questions.**

Satisfactory	—	The faculty member explains material in response to questions.
Needs Improvement	—	The faculty member either does not explain material in response to questions or is partially unable to explain the material in response to questions.
Unacceptable	—	The faculty member either will not or can not explain material in response to questions.

10. **Presents relevant material in an organized manner.**

Satisfactory	—	The faculty member presents relevant material in an organized manner.
Needs Improvement	—	The material is occasionally non-relevant nor is the material presented consistently in an organized manner.
Unacceptable	—	The faculty member either does not present relevant material and/or does not present the material in an organized manner.

11. **Exhibits interest in subject matter.**

Satisfactory	—	The faculty member exhibits interest in the subject matter.
Needs Improvement	—	At times faculty member does not appear to be interested in the subject matter being presented.
Unacceptable	—	The faculty member is seldom interested in the subject matter.

12. **Uses grammatically correct English with competence in oral and written communication.**

Satisfactory	—	The faculty member uses English with competence in both oral and written communication.
Needs Improvement	—	The faculty member at times experiences difficulty in applying English competently in either oral or written communication.
Unaccepable	—	The faculty member has continuing difficulty in utilizing English with competence in both oral and written communication.

13. **Consistently attempts to maintain order in the classroom at a level which facilitates instruction.**

Satisfactory	—	The faculty member consistently attempts to maintain order in the classroom at a level which facilitates instruction.
Needs Improvement	—	The faculty member at times experiences difficulty in maintaining classroom order at a level which facilitates instruction.
Unacceptable	—	The faculty member experiences on-going difficulty in maintaining order in the classroom at a level which facilitates instruction.

14. **Communicates in the classroom at a level required for that course.**

Satisfactory	—	The faculty member communicates in the classroom at a level required for that course.
Needs Improvement	—	The faculty member at times communicates in the classroom at a level which is either at a higher or lower level than that required for the course.
Unacceptable	—	The faculty member demonstrates a pattern of communicating in the classroom at levels which are not required for the course.

15. **Keeps scheduled office hours.**

Satisfactory	—	The faculty member keeps his/her scheduled office hours.
Needs Improvement	—	The faculty member generally keeps scheduled office hours, but does not notify the department chairperson at all times when modifications have been made to the scheduled office hours.
Unacceptable	—	The faculty member regularly does not keep scheduled office hours, nor informs his/her immediate supervisor of that fact.

16. **Provides written statement of course objectives (expected learning outcomes) to students.**

Satisfactory	—	The faculty member regularly provides a written statement of course objectives to the students.
Needs Improvement	—	The faculty member provides partial written statements of course objectives to students.
Unacceptable	—	The faculty member does not provide statements of course objectives to students.

17. **Reports to class on time.**

Satisfactory	—	The faculty member regularly reports to class on time.
Needs Improvement	—	The faculty member reflects a pattern of reporting to class usually on time, but with some delays.
Unacceptable	—	The faculty member reflects a consistent pattern of not reporting to class on time.

18. **Holds class for assigned time on a regular basis.**

Satisfactory	—	The faculty member usually holds class for an assigned time on a regular basis.
Needs Improvement	—	The faculty member occasionally holds class for the assigned time on a regular basis.
Unacceptable	—	The faculty member seldom holds class for the assigned time on a regular basis.

19. **Offers academic assistance or makes appropriate referrals for students in need of assistance.**

Satisfactory	—	The faculty member usually offers academic assistance or makes appropriate referrals for students in need of assistance.
Needs Improvement	—	The faculty member occasionally offers academic assistance or makes appropriate referrals for students in need of assistance.
Unacceptable	—	The faculty member seldom offers academic assistance or makes appropriate referrals for students in need of assistance.

20. **Completes assigned responsibilities.**

Satisfactory	—	The faculty member usually completes assigned responsibilities.
Needs Improvement	—	The faculty member occasionally completes assigned responsibilities.
Unacceptable	—	The faculty member seldom completes assigned responsibilities.

21. **Uses supplemental resources in addition to textbook or other minimal requirements.**

Satisfactory	—	There is evidence of existence and use of supplemental resources for the major course(s) assigned.
Needs Improvement	—	There is evidence of few supplemental resources that exist and/or used in the major course(s) assigned.
Unacceptable	—	There is no evidence of the existence and/or use of supplemental resources for the major course(s) assigned.

22. **Belongs to one or more recognized professional organizations.**

Satisfactory	—	There is evidence that the person has maintained membership in at least one professional organization.
Needs Improvement	—	There is partial but inconclusive evidence of membership in at least one professional organization during the evaluation period.
Unacceptable	—	There is no evidence provided or available that the person held membership in a professional organization.
	—	Although the person held membership in an organization, the organization does not fall within the professional category.

23. **Attends department meetings.**

Satisfactory	—	Attends meetings regularly. Never misses or very seldom misses a meeting.
Needs Improvement	—	Attends most meetings but misses a significant number of meetings during the year.
Unacceptable	—	Misses most of the meetings throughout the year.

24. **Accepts assignments to supervise/orient part-time/new faculty.**

Satisfactory	—	Accepts assignments to supervise/orient part-time/new faculty.
Needs Improvement	—	Accepts some, but not all, requests to provide service in this area.
Unacceptable	—	Does not accept assignments to provide services in this area.

25. **Participates in the development and improvement of courses and curricula.**

Satisfactory	—	There is evidence of the individual's participation in the development and improvement of courses and curricula.
Needs Improvement	—	There is evidence of occasional and incomplete participation in the development and improvement of courses and curricula.
Unacceptable	—	There is evidence of little or no participation in the development and improvement of course and curricula.

26. **Where applicable, maintains and prepares equipment and supplies for labs, shops or studios.**

Satisfactory	—	There is evidence, where applicable that equipment/supplies are maintained and prepared for labs, shops or studios.
Needs Improvement	—	There is evidence that the individual is not maintaining and preparing equipment/supplies in a consistent manner for labs, shops or studios.
Unacceptable	—	There is evidence that the individual does little or nothing to maintain and prepare equipment/supplies for labs, shops or studios.

27. **Where applicable, supervises lab assistants and other personnel assigned to instructional areas.**

Satisfactory	—	There is evidence, where applicable, that the individual supervises lab assistants and other personnel assigned to the instructional areas.
Needs Improvement	—	There is evidence that the individual provides partial or inadequate supervision of lab assistants and other personnel assigned to instructional areas.
Unacceptable	—	There is evidence that the individual does not provide supervision to any extent to those lab assistants and other personnel assigned to instructional areas.

28. **Attends division meetings.**

Satisfactory	—	The person attends all of the scheduled division meetings.
Needs Improvement	—	The person attends most, but not all, of the scheduled division meetings.
Unacceptable	—	The person rarely, if ever, attends scheduled division meetings.

29. **Contributes to the work of one or more department committees as appropriate.**

Satisfactory	—	There is evidence that the individual, as appropriate, contributes to the work of one or more department committees.
Needs Improvement	—	There is evidence that the individual occasionally but not consistently contributes to the work of one or more department committees.
Unacceptable	—	There is evidence that the individual rarely or seldom contributes to the work of one or more department committees.

30. **Assists the department chairperson by furnishing necessary information for the preparation of class schedules.**

Satisfactory — There is evidence that the individual assists the department chairperson by furnishing necessary information for the preparation of class schedules.

Needs Improvement — There is evidence that the individual provides the necessary information to the department chairperson in an incomplete, inaccurate or untimely manner.

Unacceptable — There is evidence that the individual does not furnish the necessary information for the preparation of class schedules.

31. **Assists the department chairperson by furnishing necessary information for the preparation of the department budget where appropriate.**

Satisfactory — There is evidence that the individual assists the department chairperson by furnishing necessary information for the preparation of the department budget where appropriate.

Needs Improvement — There is evidence that the individual provides the department chairperson necessary information for the preparation of the department budget where appropriate in an incomplete, inaccurate or untimely manner.

Unacceptable — There is evidence that the individual does not furnish the necessary information for the preparation of the department budget where appropriate.

32. **Assists the department chairperson in the development of short and long-range department plans.**

Satisfactory — There is evidence that the individual assists the department chairperson in the development of short and long-range department plans.

Needs Improvement — There is evidence that the individual provides the department chairperson with incomplete or delayed information in the development of short and long-range department plans.

Unacceptable — There is evidence that the individual does not furnish the necessary information for the development of short and long-range department plans.

33. **Participates in department activities related to student job placement where applicable.**

Satisfactory — There is evidence that, where applicable, the individual participates in department activities related to student job placement.

Needs Improvement — The individual usually participates and/or may not complete agreed on activity.

Unacceptable — The individual seldom participates and/or does not complete most of the agreed on activities.

St. Louis Community College

ST. LOUIS COMMUNITY COLLEGE

FACULTY EVALUATION BY DIVISION DEAN

Faculty Name _____ Campus _____

Division _____ Department _____ Rank _____

Directions: This form is to be utilized by the Division Dean when assessing faculty performance in all indicators. The summary page and composite assessment rating will be used in completing the Annual Faculty Evaluation Summary.

RATING

ITEM 1 **Exhibits knowledge of subject matter in the classroom.**
COMMENTS:

_____ Satisfactory
_____ Needs Improvement
_____ Unacceptable

ITEM 2 **Reviews and/or updates course materials.**
COMMENTS:

_____ Satisfactory
_____ Needs Improvement
_____ Unacceptable

ITEM 3 **Uses evaluative instruments that reflect course content.**
COMMENTS:

_____ Satisfactory
_____ Needs Improvement
_____ Unacceptable

ITEM 4 **Informs students of evaluation methods and criteria.**
COMMENTS:

_____ Satisfactory
_____ Needs Improvement
_____ Unacceptable

August 1981

ITEM 5 **Evaluates students according to criteria established for the course.**
COMMENTS:

_____ Satisfactory
_____ Needs Improvement
_____ Unacceptable

ITEM 6 **Assesses student work accurately, but is willing to correct assessments if errors occur.**
COMMENTS:

_____ Satisfactory
_____ Needs Improvement
_____ Unacceptable

ITEM 7 **Maintains accurate records of students' academic performance.**
COMMENTS:

_____ Satisfactory
_____ Needs Improvement
_____ Unacceptable

ITEM 8 **Returns student assignments and tests within a reasonable period of time.**
COMMENTS:

_____ Satisfactory
_____ Needs Improvement
_____ Unacceptable

ITEM 9 **Explains material in response to questions.**
COMMENTS:

_____ Satisfactory
_____ Needs Improvement
_____ Unacceptable

ITEM 10 **Presents relevant material in an organized manner.**
COMMENTS:

_____ Satisfactory
_____ Needs Improvement
_____ Unacceptable

ITEM 11 **Exhibits interest in subject matter.**
COMMENTS:

_____ Satisfactory
_____ Needs Improvement
_____ Unacceptable

ITEM 12 **Uses grammatically correct English with competence in oral and written communciation.**
COMMENTS:

_____ Satisfactory
_____ Needs Improvement
_____ Unacceptable

ITEM 13 **Consistently attempts to maintain order in the classroom at a level which facilitates instruction.**
COMMENTS:

_____ Satisfactory
_____ Needs Improvement
_____ Unacceptable

ITEM 14 **Communicates in the classroom at a level required for that course.**
COMMENTS:

_____ Satisfactory
_____ Needs Improvement
_____ Unacceptable

ITEM 15 **Keeps scheduled office hours.**
COMMENTS:

_____ Satisfactory
_____ Needs Improvement
_____ Unacceptable

ITEM 16 **Provides written statement of course objectives (expected learning outcomes) to students.**
COMMENTS:

_____ Satisfactory
_____ Needs Improvement
_____ Unacceptable

ITEM 17 **Reports to class on time.**
COMMENTS:

_____ Satisfactory
_____ Needs Improvement
_____ Unacceptable

ITEM 18 **Holds class for assigned time on a regular basis.**
COMMENTS:

_____ Satisfactory
_____ Needs Improvement
_____ Unacceptable

ITEM 19 **Offers academic assistance or makes appropriate referrals for students in need of assistance.**
COMMENTS:

_____ Satisfactory
_____ Needs Improvement
_____ Unacceptable

ITEM 20 **Completes assigned responsibilities.**
COMMENTS:

_____ Satisfactory
_____ Needs Improvement
_____ Unacceptable

ITEM 21 **Uses supplemental resources in addition to textbook or other minimal course materials.**
COMMENTS:

_____ Satisfactory
_____ Needs Improvement
_____ Unacceptable

ITEM 22 **Belongs to one or more recognized professional organizations.**
COMMENTS:

_____ Satisfactory
_____ Needs Improvement
_____ Unacceptable

ITEM 23 **Attends department meetings.**
COMMENTS:

_____ Satisfactory
_____ Needs Improvement
_____ Unacceptable

ITEM 24 **Accepts assignments to supervise/orient part-time and/or new faculty.**
COMMENTS:

_____ Satisfactory
_____ Needs Improvement
_____ Unacceptable
_____ Not Applicable

ITEM 25 **Participates in the development and improvement of courses and curricula.**
COMMENTS:

_____ Satisfactory
_____ Needs Improvement
_____ Unacceptable

ITEM 26 **Where applicable, maintains and prepares equipment and supplies for labs, shops or studios.**
COMMENTS:

_____ Satisfactory
_____ Needs Improvement
_____ Unacceptable
_____ Not Applicable

ITEM 27 **Where applicable, supervises lab assistants and other personnel assigned to instructional areas.**
COMMENTS:

_____ Satisfactory
_____ Needs Improvement
_____ Unacceptable
_____ Not Applicable

ITEM 28 **Attends division meetings.**
COMMENTS:

_____ Satisfactory
_____ Needs Improvement
_____ Unacceptable

ITEM 29 **Contributes to the work of one or more department committees where applicable.**
COMMENTS:

_____ Satisfactory
_____ Needs Improvement
_____ Unacceptable
_____ Not Applicable

ITEM 30 **Assists the department chairperson by furnishing necessary information for the preparation of class schedules.**
COMMENTS:

_____ Satisfactory
_____ Needs Improvement
_____ Unacceptable

ITEM 31 **Assists the department chairperson by furnishing necessary information for the preparation of the department budget where applicable.**
COMMENTS:

_____ Satisfactory
_____ Needs Improvement
_____ Unacceptable
_____ Not Applicable.

ITEM 32 **Assists the department chairperson in the development of short and long-range department plans.**
COMMENTS:

_____ Satisfactory
_____ Needs Improvement
_____ Unacceptable

ITEM 33 **Participates in department activities related to student job placement where applicable.**
COMMENTS:

_____ Satisfactory
_____ Needs Improvement
_____ Unacceptable
_____ Not Applicable.

St. Louis Community College

ST. LOUIS COMMUNITY COLLEGE

DIVISION DEAN EVALUATION
Summary Assessment

FACULTY NAME_____

	Rating	Value		Rating	Value
ITEM 1	_____	_____	ITEM 18	_____	_____
ITEM 2	_____	_____	ITEM 19	_____	_____
ITEM 3	_____	_____	ITEM 20	_____	_____
ITEM 4	_____	_____	ITEM 21	_____	_____
ITEM 5	_____	_____	ITEM 22	_____	_____
ITEM 6	_____	_____	ITEM 23	_____	_____
ITEM 7	_____	_____	ITEM 24	_____	_____
ITEM 8	_____	_____	ITEM 25	_____	_____
ITEM 9	_____	_____	ITEM 26	_____	_____
ITEM 10	_____	_____	ITEM 27	_____	_____
ITEM 11	_____	_____	ITEM 28	_____	_____
ITEM 12	_____	_____	ITEM 29	_____	_____
ITEM 13	_____	_____	ITEM 30	_____	_____
ITEM 14	_____	_____	ITEM 31	_____	_____
ITEM 15	_____	_____	ITEM 32	_____	_____
ITEM 16	_____	_____	ITEM 33	_____	_____
ITEM 17	_____	_____			

Value Key

3 = Satisfactory

2 = Needs Improvement

1 = Unacceptable

TOTAL SCORE [ ] ÷ NUMBER OF INDICATORS USED [ ] = TOTAL AVERAGE SCORE [ ]

COMPOSITE ASSESSMENT

_____ Satisfactory (2.31 thru 3.0)

_____ Needs Improvement (1.71 thru 2.30)

_____ Unacceptable (1.00 thru 1.70)

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JUL 16 1982

SUBMITTED BY:

_____ Date_____
Division Dean

SIGNED BY:

_____ Date_____
Faculty Signature

August 1981